



American Recovery and Reinvestment Act (ARRA) Quarterly Reporting

Jobs Created and Retained Questions

1: Why does 520 hours show for quarter 1?

A: A standard full-time work week consists of 40 hours per week, for 52 weeks per year. This equates to 2,080 hours for a year. One quarter of that total is 520 hours. The guidance issued by the Federal Government uses 520 hours as the standard for determining the full time equivalent (FTE) impact of ARRA funds.

2: Many of my staff don't work 40 hours per week, so how do I report using 520 hours for the quarter?

A: The federal government provided guidance recommending that 520 hours be used as the standard for a quarterly FTE. One way to convert hours is shown below.

If a member of your staff doesn't work a regular 40 hour work week, but 75% of their salary is paid with SFSF during the quarter, please report 390 hours ($520 \times .75$).

If 50% of their salary is paid with SFSF during the quarter, please report 260 hours ($520 \times .50$).

3: Many of the funding sources on the Jobs Created and Retained tab don't apply to my entity. Do I still have to report on them?

A: Yes. If the funding source does apply to your LE, please input the fields with actual figures. If a revenue source does not apply to your entity, simply leave the input fields filled with zeroes, and select "Save Program Data."



4: What is the funding source "HB645 Special Education Allowable Costs" under Jobs Created and Retained, and why am I reporting on it?

A: During the 2009 Legislative session, part of the Special Education Allowable Cost payment was supported with state general fund money, as appropriated in HB645. The Governor's Office requires a report on any job-related impact these funds may have had in a district.

5: How does the jobs calculation work?

A: Select each funding source from the program drop-down list, and input an estimate on the number of hours paid w/ that ARRA funding source during the quarter. The field entitled "Qtrly Jobs (FTE) – Cumulative" will fill based on your entry. You may report this value, or enter a better estimate in the input box at the bottom of the tab. OPI will report the value reflected in the bottom input.

For assistance, please contact:

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